



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

City Attorney

The **City of Falls Church** is recruiting a City Attorney. The individual selected will be responsible for performing difficult and complex legal tasks for the City. Work is performed under the supervision of the City Council and governed by the specific provisions of the City Charter.

Responsibilities:

- This position requires a wide knowledge of local government law, and involves action and judgment of advanced professional difficulty in all phases of local government corporate law and in performing the supervisory duties of the office;
- Serves as legal advisor to the City Council, the City Manager, the School Board, the School Superintendent, all departments, boards, commissions and other officials of the City in all matters affecting the interests of the City; upon request, furnishes a written opinion on any question of law involving their respective official powers and duties;
- Serves as a counselor to the City Council;
- Works with the School Superintendent and staff on matters involving school personnel and contract review;
- At the request of the City Manager or any member of the City Council, prepares City ordinances for introduction and at the request of the council or any member thereof shall examine any ordinance after introduction and render his opinion as the form and legality thereof;
- Draw or approve as to legal form all bonds, deeds, leases, contracts or other instruments to which the City is a party or in which it has an interest;
- Manages and controls all the law business of the city and the departments, boards, commissions, and agencies thereof, or in which the City has an interest;
- Represents the City as counsel in any civil case in which it is involved and in criminal cases in which the presence of the City Attorney or prosecuting attorney is required by general law or in such classifications of cases as the council may direct;
- Institutes and prosecutes all legal proceedings he shall deem necessary or proper to protect the interests of the city with the approval of the City Council;
- Attends in person all meetings of the City Council and work sessions as required;
- Represents the City in legal matters, brings suits necessary to be instituted by the City and defends the City and City employees in suits brought against them;
- Renders opinions and prepares or approves briefs, memorandums and other legal documents;

- Negotiates legal matters, and prepares various legal documents such as contracts, deeds, franchises;
- Performs legal research and keeps City Code current;
- Responds to inquiries from City departments, other attorneys and the general public;
- Works with specially retained outside attorneys on matters they handle for the City;
- Performs related tasks as required.

Qualifications:

- Extensive experience as a practicing attorney in local government, preferably in Virginia;
- Comprehensive knowledge of municipal corporation law;
- Comprehensive knowledge of local, State and Federal laws and court decisions affecting municipalities;
- Comprehensive knowledge of parliamentary rules of procedure;
- Expertise in land use and employment law;
- Experience in dealing with a board of elected officials;
- Tact; good professional judgment and ethics;
- Ability to speak and write effectively;
- Membership in the Virginia Bar.

Salary & Benefits: \$140,000 + depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more. See www.fallschurchva.gov for additional information.

To Apply: Submit a resume or application to the City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046, or via e-mail at hr@fallschurchva.gov by **December 31, 2013.**

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free